



Zoning Administrator Report

March 2025

Zoning Administrator work in progress report for the month of February includes the following:

- Zoning permit application for a new detached garage on Burns Road. Shoreline Review Committee conducted inspection. Waiting for Shoreline Landscaping Site Plan from Applicant.
- Variance application to reduce the 50' Shoreland setback from creek for a new single family dwelling at 6995 Birdland Drive. ZBA set public hearing date at for March 26th 2025 at 7pm.
- Variance application to reduce the 100' Shoreland setback for reconstruction of an existing non-conforming dwelling unit at 07115 Birdland Drive. ZBA set public hearing date at for March 26th 2025 at 7pm.
- Special use permit application for an Assisted Living and Memory care Facility on US 31 North. Planning Commission set a Public Hearing date at their March 18th, 2025 meeting.
- Two special use permit amendment applications for the special use permit approved to Mark McCol & Dewitt Marine at May 6th 2024 Planning Commission Meeting. The Planning Commission set a Public Hearing date at their March 18th, 2025 meeting.
- Zoning permit application for a Demo and rebuild of existing home on Quarterline road. Shoreline Review Committee conducted inspection and advised applicant to work with Tip of the Mitt to create shoreland restoration plan.
- Zoning permit application for a 72"x60" Free Standing Sign on US 31. Consulting Legal Counsel for advise on enforcement within the road right away.
- Continuing to discuss a non-compliance nuisance complaint with landowner on Hyek Road.



- Approved parcel division application located at 9581 Burnett Road.
- Zoning Board of Appeals at the September 18th 2024 Public Hearing approved Zoning Variance Application from Little Traverse Conservancy for a parcel on Division Ave. Received Zoning Application for Shoreline Review received survey and additional information from applicant, which was sent to the Shoreline Review Committee.
- Progress received from Landowner on Villa Road for Violation of Nuisance Ordinance and a non-compliance complaint.
- Applicant withdrew Zoning permit application for a 20'X20' detached Garage on Nine Mile Point.
- Second Notice Letter was sent to landowner on Shrigley Road for permitted use within the Small Lot Residential District compliant.
- Received complaint regarding a Shoreline violation on Peaceful Valley Road.
- Resolved with land owner on Michigan Heights Drive for non-compliance complaints.
- Second Notice Letter was sent to landowner on Maple Grove Road for a Nuisance Ordinance complaint, Charlevoix County Fire Department Chief is monitoring parcel for fire hazards.

01-02-01	02-10-25	445-019-00	11730 North Star C Dr.	2 Brothers LLC	Shed/Gold Storage Building
01-02-02	02-10-25	445-020-00	11724 North Star C Dr.	2 Brothers LLC	Shed/Gold Storage Building
01-02-03	02/24/25	022-009-00	8222 Burgess Rd	Jaura Hachard	Sign Boarding Kennel Special Use Permit with 2'x4' Signs as approved by the Planning Commission Special Use Permit Hearing 2/12/2025
01-02-04	02/24/25	106-015-00	8385 Burdell Rd	Sue Rutherford	Shed addition above existing detached garage less than a dwelling with Shoreline protection strip site plan as submitted and approved by the Shoreland Review Committee
01-02-05	02/21/25	121-006-10	8222 Shrigley Rd	Michael & Denise Westbrook	New 64'X40' Accessory Building